

JSC Safety and Health Handbook	JPR No.	1700.1K
	Effective Date:	11/25/2013
	Expiration Date:	11/25/2018
	Page Number	Page 5.3-1 of 5

Chapter 5.3 Driving, Walking, Bicycling, and Ellington Field Safety

This could be you . . .

At least two pedestrians have been hit by cars at JSC, and several have almost been hit.

A truck went straight from a left-turn-only lane at JSC and almost caused an accident.

5.3.1 Applicability of this chapter

You are required to follow this chapter if you work at JSC, Ellington Field, or Sonny Carter Training Facility. If you work at a field site, see your site traffic rules. NOTE: Ellington Field may include additional traffic rules. White Sands personnel shall follow local and state traffic laws in lieu of Texas laws.

5.3.2 Operating a motor vehicle at JSC

5.3.2.1 You shall follow these requirements whenever you operate a private or government motor vehicle, such as a car, truck, van, motorcycle, or forklift:

- a. Follow JPR 1600.3, "JSC Traffic Regulations," which you can find at: <http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Dir/JPR/JPR1600.3.pdf>.
- b. Use a ground guide to help you back up if you can't see out the back of the vehicle.
- c. Yield to pedestrians crossing streets:
 - (1) Stop for pedestrians in or pedestrians approaching crosswalks.
 - (2) Don't pass a vehicle that is stopped at a crosswalk.
 - (3) Be courteous to each other. Remember, you are both a driver and a pedestrian at one time or another.
 - (4) If you are driving an emergency vehicle, such as an ambulance or fire truck, you have the right-of-way, but you still have to drive with due caution.

Pedestrians at JSC have the right-of-way when they cross streets after they stop and look both ways to make sure it is safe to cross. They shall respect the vehicle's presence because drivers may not see them or may not have time to react and stop.

Pedestrians shall yield to emergency vehicles.

- d. Follow these traffic regulations:
 - (1) Observe JSC's 25-miles-per-hour (mph) speed limit unless another limit is posted.
 - (2) Comply with all traffic signs, barriers, or cones.
 - (3) Observe a 15-mph speed limit in parking lots and through all gates.
 - (4) Report all traffic accidents immediately to JSC Security, (281) 483-3333 or (281) 483-4658.
 - (5) Follow JPR 1600.3, "JSC Traffic Regulations,".

Verify correct version before use at

<http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml>.

JSC Form JF2420B (MS Word.....)

JSC Safety and Health Handbook	JPR No.	1700.1K
	Effective Date:	11/25/2013
	Expiration Date:	11/25/2018
	Page Number	Page 5.3-2 of 5

(6) Follow local, state, and federal traffic laws at all times.

e. Never, while driving on NASA business, exceed:

(1) 10 hours of continuous driving, including personal driving.

(2) 12 hours of combined work and driving in a 24-hour period without at least 8 continuous hours of rest.

5.3.3 Carrying passengers

a. Come to a complete stop before you load or unload passengers.

b. Don't put the vehicle in motion until everyone in the vehicle is properly seated, has his or her lap or shoulder belt on, and all doors are closed.

c. Don't carry people in the backs of trucks unless:

(1) The truck has sides.

(2) Everyone is seated in a seat with seatbelts that meets 49 CFR 571.207.

(3) The load will not shift during an emergency maneuver injuring passengers.

(4) Everyone keeps his or her arms and legs completely inside the bed.

(5) You close the tailgate.

(6) You drive no faster than 25 mph.

d. Don't carry anyone on a trailer or on an attachment to a vehicle.

5.3.4 Walking or crossing streets

a. Cross streets at marked crosswalks whenever possible.

b. Follow paragraph 12, table 6, of JPR 1600.3, "JSC Traffic Regulations."

c. Even though a vehicle should yield the right-of-way to a pedestrian, don't stake your life on a driver whose attention may be elsewhere. Don't cross unless the vehicle gives you the right-of-way. Remember, a crosswalk isn't an extension of the sidewalk. It is an intrusion into the traffic and requires caution on your part. You shall:

(1) Stay on the sidewalk until you look both ways to make sure it's safe to cross the street.

Also remember, it's hard for Space Center Houston trams to stop quickly. Give them an extra margin of safety.

(2) Remember, emergency vehicles always have the right-of-way. Yield to them.

(3) Be courteous to each other. Remember, you are both a driver and a pedestrian at one time or another.

d. Sidewalks and crosswalks may be slick when wet or in the winter. Walk carefully. Flat-soled shoes are the best footwear when you walk outside in wet or icy conditions.

JSC Safety and Health Handbook	JPR No.	1700.1K
	Effective Date:	11/25/2013
	Expiration Date:	11/25/2018
	Page Number	Page 5.3-3 of 5

5.3.5 Bicycles and motorcycles

5.3.5.1 If you ride a private or government bicycle or motorcycle, you shall follow these requirements in addition to the traffic rules in paragraph 5.3.2 of this chapter:

- a. Follow paragraph 12, table 7, of JPR 1600.3, "JSC Traffic Regulations."
- b. Wear a helmet when riding a motorcycle.
- c. Observe these practices when riding bicycles:
 - (1) Follow all state and local traffic rules and laws for bicycle riders.
 - (2) Stop at pedestrian crosswalks, stop signs, and red lights.
 - (3) Avoid riding on sidewalks if possible.
 - (4) Limit your speed.
 - (5) Yield to pedestrians at all times. Warn pedestrians before you pass them.

5.3.6 Protective equipment for bicycles

5.3.6.1 Organizations with government bikes shall:

- a. Provide helmets to bicycle riders on request.
- b. Install handlebar bells or other warning devices.

5.3.7 Other requirements for government vehicles (Government-owned and GSA-leased)

5.3.7.1 If you operate any motorized government vehicle, you shall follow these requirements in addition to those in paragraphs 5.3.2 and 5.3.3 of this chapter:

- a. Be trained to operate the vehicle effectively and safely, to include periodic refresher training. This applies if the vehicle operation requires any special skills beyond operating a normal motor vehicle. Your training will depend on the kind of vehicle you operate:
 - (1) You shall have an initial briefing from your supervisor to orient you to the vehicle and introduce you to the peculiarities of the vehicle, as needed.
 - (2) If the vehicle requires special skills, you may need formal classroom training and road testing. Contact your supervisor for more details.
 - (3) Continued operation of a government vehicle requires safe and sensible driving on your part.
- b. Display a "slow moving vehicle" emblem on any vehicle with a maximum speed of 25 mph or less, as described in Section 139B of the Texas Traffic Laws.
- c. Make sure the vehicle is inspected yearly if it is licensed for road use. Government vehicles used off site shall have a current state inspection sticker. GSA-leased vehicles (2 years and older) only require an annual emissions inspection.
- d. The Transportation Branch shall keep maintenance records on government-owned vehicles. GSA keeps records on their leased vehicles.

Verify correct version before use at

<http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml>.

JSC Form JF2420B (MS Word.....)

JSC Safety and Health Handbook	JPR No.	1700.1K
	Effective Date:	11/25/2013
	Expiration Date:	11/25/2018
	Page Number	Page 5.3-4 of 5

e. Check the vehicle daily or before each use to make sure safety devices are in good condition. If you find any defective safety devices on the vehicle, report the problems to your supervisor and don't use the vehicle until it is repaired. Check the following:

- (1) Tires and brakes
- (2) Head lamps, tail lamps, stop lights, and turn signal lights
- (3) Windshield wipers
- (4) Horn
- (5) Steering
- (6) Lap and shoulder belts or harnesses
- (7) Fuel, cooling, and oil systems
- (8) Backup warning devices
- (9) Rearview mirror

5.3.8 Carry hazardous materials

If you carry hazardous materials in your vehicle, you shall follow the requirements in Chapter 9.1, "Hazardous Materials Safety and Health," of this Handbook.

5.3.9 Other requirements and regulations to follow for transportation

5.3.9.1 In addition to the above requirements, JSC shall follow these traffic and transportation requirements and regulations:

- a. Everyone shall follow the JSC Vehicle Code. Contact the Security Branch.
- b. JSC's Security Branch shall escort any vehicle that:
 - (1) Has a WIDE LOAD sign
 - (2) Is wider than a traffic lane even if it doesn't have a WIDE LOAD sign
- c. JSC's Transportation Branch shall escort cranes and other equipment it is responsible for.
- d. Traffic control devices or road markings shall follow ANSI D6.1, "Manual on Uniform Traffic Control Devices."
- e. Vehicle operation and transportation shall follow:
 - (1) Department of Transportation requirements that apply
 - (2) Other federal, state, and local requirements and regulations that may apply

5.3.10 Ellington Field flight line safety

5.3.10.1 When coming to Ellington Field for official business, or to visit, please remember the flight line can be very hazardous. It is not intended for untrained people and personnel to tour without the accompaniment of a trained AOD guide. Remain clear of the aircraft ramp and flight line unless being escorted by an AOD guide! The following are just a few examples of hazards typically associated with aircraft ramps and flight lines:

Verify correct version before use at

<http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml>.

JSC Form JF2420B (MS Word.....)

JSC Safety and Health Handbook	JPR No.	1700.1K
	Effective Date:	11/25/2013
	Expiration Date:	11/25/2018
	Page Number	Page 5.3-5 of 5

- a. The pilots' range of vision is restricted and limited – they may not see you.
- b. Aircraft directors and maintenance crews are focused on the safety of the aircraft and flight crew – they may not see you.
- c. The noise level is extremely high, certainly too high to communicate verbally and severe enough to cause hearing loss if you are not wearing hearing protection. Additionally, it may be difficult to determine where the noise is coming from; it could be numerous aircraft.
- d. Both jet intake and exhaust can be very dangerous, so use extreme caution.
- e. Aircraft fueling, servicing with liquid oxygen, charging high pressure systems, and a multitude of other tasks could be underway.
- f. An aircraft, upon landing, could unknowingly be cleared to taxi to parking on the ramp with extremely hot brakes. Should brakes “blow” along with a tire, fragmented metal parts could be propelled hundreds of feet.